

*Welcome!!*

*New Director Orientation*



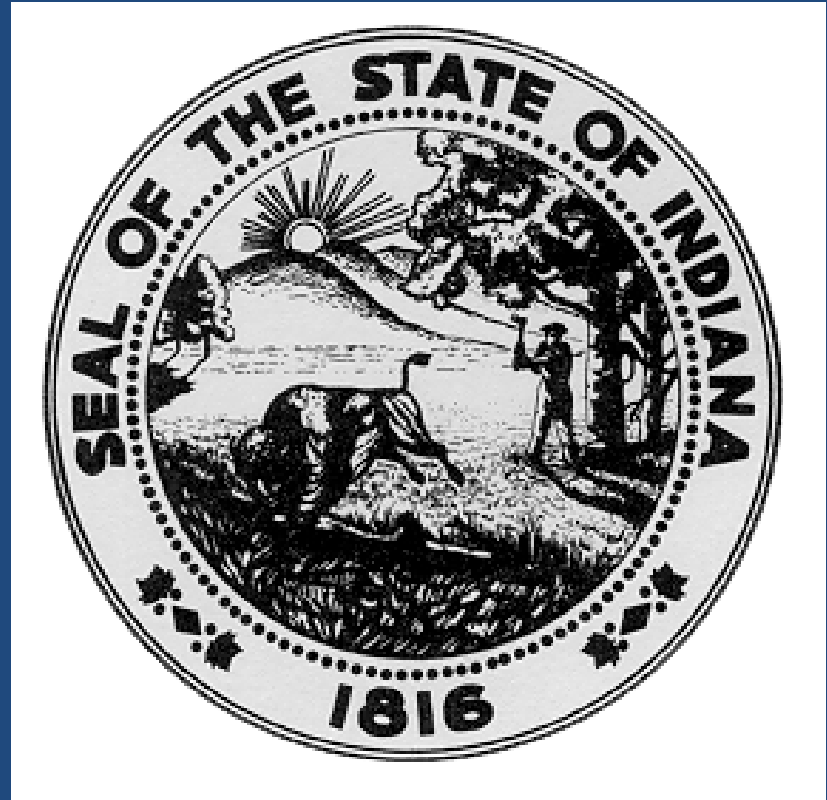
# History in Indiana



- ▶ Community Corrections in Indiana began in 1981 with 3 counties. The total grant money available was \$250,000.
- ▶ In case you can't sleep while you are here, the Indiana Codes establishing community Corrections are: IC 11-12-1-1 through 11-12-3-2, I.A.C. 210

# The Language of the Government

- ▶ Appropriation
- ▶ Transfer
- ▶ Cash
- ▶ Commissioners
- ▶ County Council



# Fiscal Management

- ▶ Fiscal Reports
- ▶ Transfers
- ▶ Annual Audit



FINANCIAL REPORT					
Date of Report: _____		For the Period Ending: <u>7/31/2010</u>			
Reporting Agency: _____					
% of Funding: _____		Statement #: <u>1</u>			
State	#DIV/0!	PI	#DIV/0!	Other	#DIV/0!

Report of Expenditures by Category						
IDOC Base Funds	CATEGORY	APPROVED BUDGET	THIS MONTH EXPENDITURES	YTD EXPENDITURES	BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL			\$ -	\$ -	#DIV/0!
	SUPPLIES			\$ -	\$ -	#DIV/0!
	SERVICES			\$ -	\$ -	#DIV/0!
	EQUIPMENT			\$ -	\$ -	#DIV/0!
	TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Project Income		APPROVED BUDGET	THIS MONTH EXPENDITURES	YTD EXPENDITURES	BALANCE	PERCENT OF FUNDS EXPENDED
	CATEGORY					
	PERSONNEL			\$ -	\$ -	#DIV/0!
	SUPPLIES			\$ -	\$ -	#DIV/0!
	SERVICES			\$ -	\$ -	#DIV/0!
	EQUIPMENT			\$ -	\$ -	#DIV/0!
	TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Other Funds	CATEGORY	APPROVED BUDGET	THIS MONTH EXPENDITURES	YTD EXPENDITURES	BALANCE	PERCENT OF FUNDS EXPENDED
	Co General			-	-	#DIV/0!
	Other			-	-	#DIV/0!
	TOTAL	-	-	-	-	#DIV/0!

#### DOC Cash Statement

Base Funds Carryover/previous FY		IDOC Cash Received YTD	
Amount of Funds Returned		PI Transferred to Grant Account	
Date Returned		Funds Expended YTD	\$ -
Carryover Balance to Date	\$ -	IDOC Balance to Date	\$ -

#### CTP Cash Statement

CTP Carryover/previous FY		CTP Beginning Balance	
CTP Funds Returned to IDOC		CTP 25% Advance	
Date Returned		CTP Funds Earned YTD	
CTP Carryover Balance to Date	\$ -	CTP Funds Expended YTD	
		CTP Balance to Date	\$ -

#### PI Cash Statement

Total PI Beginning Balance			
PI Collected This Month			
PI Collected YTD	\$ -		
Other Income Received in PI			
Total PI Expended YTD	\$ -	% of PI Budget Collected	#DIV/0!
PI Transferred into Grant Fund			
PI Balance to Date	\$ -		

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

\_\_\_\_\_  
Program Director Signature



## FISCAL AUDIT CHECKLIST

The CCGAP should have the following documents available for the Department's Auditors upon their arrival. This will expedite the audit and will reduce time that staff will have to contribute to this process.

### GENERAL

1. Vehicle mileage logs for vehicles owned by the Community Correction Program.
2. Fixed Asset Inventory Records. This information should be on prescribed or Department approved forms.
3. Copy of Performance Bond.

### GRANT

1. Community Correction Ledgers and Journals (Grant and Cash).
2. Auditor's Cast Fund Ledger (or copy) including the period July 1 through December 31 for the first half of the grant year and January 1 through July 31 of the second part of the grant year.
3. Auditor's expenditure records (or copy) that record disbursements by line item.
4. Copies of claims submitted to the Auditor.
5. Copy of carryover worksheet.
6. Copies of financial reports sent to the Department.
7. Copies of quietuses.
8. Copies of approved transfers.
9. Copy of approved grant.
10. Monthly reconciliation statements of DOC cash statement with Auditor's balance. Example:

(1) Balance per Auditor's Cash Ledger \_\_\_\_\_

(2) Add:

Receipts not yet posted to

Auditor Cash Ledger \_\_\_\_\_

(3) Subtract:

Expenditures not yet paid by Auditor \_\_\_\_\_

(4) Auditor's Adjusted Balance \_\_\_\_\_

(1+2-3=)

# DOC/Community Corrections

- ▶ Grant
- ▶ Quarterly Report
- ▶ Annual Report
- ▶ Advisory Board
- ▶ By-Laws
- ▶ HB 340
- ▶ Procedures Manual



# Quarterly Report

- ▶ Components are in form given by IDOC
- ▶ County Code
- ▶ First name, Last name and Middle Initial
- ▶ Last 4 # of Soc, sex, race, DOB
- ▶ Start and ending dates
- ▶ Completion type: successful or unsuccessful
- ▶ Sentencing charge and Felony level
- ▶ All assessments done with date and score



# Annual Report

## ▶ I. INTRODUCTION

- ▶ Agency Descriptions
- ▶ Mission Statement
- ▶ Advisory Board Members
- ▶ Criminal Judges
- ▶ DOC Commitments

## ▶ II. AGENCY INFORMATION

- ▶ Strategic Plan
- ▶ Organizational Chart
- ▶ Employee Roster
- ▶ User Fees by Component
- ▶ Budget Summary and Trends
- ▶ Collection Rates
- ▶ Total Budget, Income Received and Expended
- ▶ Project Income Balance Future Direction

# Annual Report (Continued)

## ▶ III. PROGRAM GOALS & OBJECTIVES

- ▶ Target Population
- ▶ Demographics
- ▶ Statistical Summary & Trends
- ▶ Average Length of Stay
- ▶ Average Number of Contacts Per Risk Level
- ▶ Offenses by Category
- ▶ Total Number of Participants Cost Analysis Program Effectiveness
- ▶ Goals and Objectives Achievement
- ▶ Principles of Effective Intervention Compliance
- ▶ Success Rates
- ▶ Quality Assurance Measures
- ▶ IV. SUMMARY

# Advisory Board (Members)

- ▶ In order to qualify for State Community Corrections Grant Act fund the county must establish a Community Corrections Advisory Board
- ▶ The board must consist of :
  - ✓ County sheriff or the sheriff's designee
  - ✓ Prosecuting attorney or prosecuting attorney designee
  - ✓ Director of the county office of family and children or the director's designee
  - ✓ Executive of the most populous municipality in the county or the executive's designee
- ✓ Two (2) judges having criminal jurisdiction, if available, appointed by the circuit court judge or the judges' designee

# Advisory Board (Members Cont.)

- ✓ One (1) judge having juvenile jurisdiction, appointed by the circuit court judge
- ✓ One (1) public defender or public defender's designee, if available, or one (1) attorney with a substantial criminal defense practice appointed by the county executive or, in a county having a consolidated city, by the city-county council
- ✓ One (1) victim, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council
- ✓ One (1) ex-offender, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council

# Advisory Board (Members Cont.)

- ✓ And the following members appointed by the county executive or, in a county having a consolidated city, by the city-county council:
  - ❑ One (1) member of the county fiscal body or the member's designee
  - ❑ One (1) probation officer
  - ❑ One (1) educational administrator
  - ❑ One representative of a private correctional agency, if such agency exists in the county
  - ❑ One (1) mental health administrator, or, if there is none available in the county, one (1) psychiatrist, psychologist, or physician
  - ❑ Four (4) lay persons, at least one (1) of whom must be a member of a minority race if a racial minority resides in the county and a member of the minority is willing to serve.



# Advisory Board (Powers & Duties)

A. "A Community Corrections Advisory Board shall:

1. Formulate the Community Corrections plan and the application of financial aid;
2. Observe and coordinate Community Corrections programs in the county;
3. Make an annual written report to the county fiscal body, county executive, or in a county having a consolidated city, the city-county council, containing an evaluation of the effectiveness of programs receiving financial aid under IC 11-12 and recommendations for improvement, modification, or discontinuance of these programs;
4. Ensure that programs receiving financial aid under IC 11-12 comply with the standards adopted by the Department;

# Advisory Board (Powers & Duties Cont.)

5. Recommend to the county executive or, in a county having a consolidated city, to the city-county council, the approval or disapproval of contracts with units of local government or non-governmental agencies that desire to participate in the Community Corrections plan. Before recommending approval of a contract, the Advisory Board must determine that a program is capable of meeting the standards adopted by the Department;
6. Adopt bylaws for the conduct of its own business;
7. Hold a regular meeting at least one time every three months and at other times as needed to conduct all necessary business. Dates of regular meetings shall be established at the first meeting of each year (Please note that a copy of the minutes of each meeting must be emailed to the Department to the attention of the Program Manager assigned to that county).

# Advisory Board (Powers & Duties Cont.)

8. Comply with the public meeting and notice requirement under IC *5-14-1.5*;
9. Ensure that the CCGAP is in compliance with all relevant legal and procedural manual requirements;
10. Monitor the progress of the CC GAP toward the stated goals in the Community Corrections Grant application
11. Authorize all project income expenditures.

# By-Laws

- ▶ Established by the governing body of the county to include;
  - Establishment and membership of the Advisory Board, terms of office and membership vacancies; pursuant to IC 11-12-2-2
  - Responsibilities of the Advisory Board to include the formation of Community corrections programs; pursuant to 11-12-2-3
  - Meetings including regular and special, notice of meetings, agenda, voting rights, quorum (IC 11-12-2-2d) and attendance.
  - Vacancies of members & ex-officio members and how to select a replacement
  - Officers of the board and their duties.
  - Committees – Purpose, duties and chair-persons
  - Executive Director – how appointed, who must approve appointment and duties
  - Amendments – Procedures on amending of by-laws and schedule for reviewing by-laws

Internet Explorer window titled "IDOC: Grant Act Procedural Manual - Windows Internet Explorer". The address bar shows "http://www.in.gov/idoc/2824.htm". The page content includes the IN.gov logo, a search bar, and a navigation menu with links like "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". The main heading is "Indiana Department of Correction" with the subtitle "Grant Act Procedural Manual". A sidebar on the left lists "IDOC Home", "DYS Home", "Commissioner's Welcome", "About IDOC", "Contact IDOC", "Careers in Corrections", "Information & Statistics", "Facilities", "Visiting Guidelines", "Policies & Procedures", "Newsroom", "Parole Board", "Staff Development Emergency Operations", "Programs & Services", "Programs", "Education", "Purposeful Incarceration", "Road To Re-Entry", and "Community Corrections". The main content area displays a "Table of Contents" with sections 01 through 29, including links to "Table of Contents", "Section 01 (Vision, Mission, Purpose)", "Section 02 (Legal Foundation)", "Section 03 (Advisory Boards)", "Section 04 (General Requirements)", "Section 05 (Target Population)", "Section 06 (Transfer of Clients)", "Section 07 (Direct Placements)", "Section 08 (CTP) \*\*Currently Being Revised", "Section 09 (Grant Application)", "Section 19 (Financial Reports Instructions)", "Section 21 (Fixed Assets)", "Section 22 (Vehicle)", "Section 23 (Audits)", "Section 25 (Definitions)", "Section 26 (IC Code 11-12-1-1 thru 5)", "Section 27 (IC Code 11-12-2-1 thru 13)", "Section 28 (IC Code 11-12-3-1 thru 2)", and "Section 29 (IC Code 11-12-7-1 thru 4)". A right sidebar features "Online Services FIRST IN LINE EVERY TIME" with links like "Indiana Cold Case Playing Cards", "DOC Most Wanted", "Interview Requests", "Law Enforcement Notification System", "Offender Locator", "PEN Products", "Sex and Violent Offender Registry", and "Forms.IN.gov". Below this is "More Online Services" and "Stay Connected" with Twitter and YouTube links. At the bottom, "Top FAQs" and "I Want To..." are visible. The status bar at the bottom indicates "Internet" and "100%".

IN.gov

GOVERNOR MITCH DANIELS  
visit his home page >>

Find an Agency Find a Person HELP

Indiana Department of Correction

Grant Act Procedural Manual

Table of Contents

Section 01 (Vision, Mission, Purpose)

Section 02 (Legal Foundation)

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Online Services  
FIRST IN LINE EVERY TIME

- Indiana Cold Case Playing Cards
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More Online Services »  
Account Center »

Stay Connected

Twitter YouTube

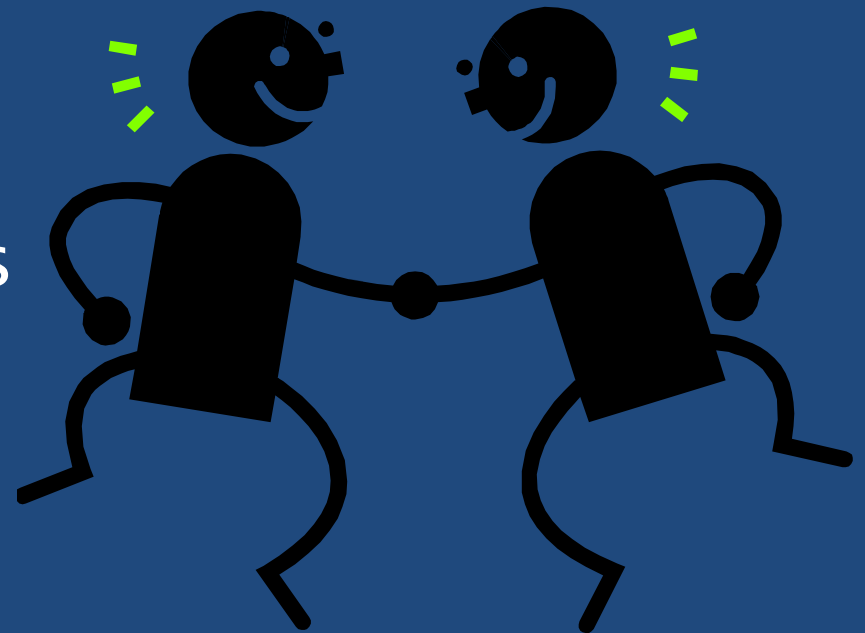
Top FAQs I Want To...

- What items can I mail to an offender?
- Can I communicate with an offender over the internet?



# Important Relationships

- ▶ IACCAC!
- ▶ Probation
- ▶ Prosecutor's Office
- ▶ Defense Bar
- ▶ Community Mental Health
- ▶ Neighboring County Community Corrections



A 3D map of the state of Indiana is rendered in a bright orange color. The map is positioned on a dark blue background. The southern border of the map is highlighted with a series of vertical, rectangular blocks of a darker red-orange color, giving it a 3D, blocky appearance. The text "THANK YOU!" is written in a white, bold, sans-serif font across the center of the orange map.

THANK YOU!